



DEPARTMENT OF THE NAVY
NAVAL FACILITIES ENGINEERING COMMAND
WASHINGTON NAVY YARD
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WASHINGTON, DC 20374-5065

IN REPLY REFER TO
ACQ 021
28 Apr 00

MEMORANDUM FOR NAVFAC ACQUISITION PERSONNEL

Subj: REPORTING REQUIREMENT FOR DoN CLASS WAIVER FROM SYNOPSIS
REQUIREMENT FOR ACQUIRING SERVICES FROM COMPETITIVE SMALL
BUSINESS (00-22)

Ref: (a) NAVFAC policy memorandum 00-16 dtd 29 Mar 00

1. Every effort should be made to take advantage of the class waiver of synopsis furnished by reference (a). This waiver of the synopsis requirement, in combination with use of the simplified acquisition procedures set forth in FAR Part 13, will enable activities to quickly solicit competition from a minimum of five responsible small businesses.

2. In order to measure the effectiveness of this waiver, DoN has requested certain metrics be maintained. With successful implementation of this initiative, this authorization may be extended beyond the expiration date of June 30, 2001. The following metrics should be collected and submitted to NAVFAC Code ACQ 021 not later than September 1, 2000.

a. Total number of solicitations issued which meet the criteria covered by the waiver;

b. Number of solicitations issued for which the waiver was used (broken down by SIC code);

c. Average reduction in PALT as a result of utilization of the waiver;

d. Any cost savings realized; and

e. Any anecdotal success stories related to the use of this initiative.

A handwritten signature in black ink, appearing to read "Michael F. Howard", is positioned above the typed name.

MICHAEL F. HOWARD
Director, Strategic Management
Community Management Section